

A2E First Aid Training

Internal Quality Assurance Policy

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1. Introduction

1.1 Internal Verification is the process of confirming that the assessment decisions made by all associated with A2E First Aid Training (A2E) are accurate and consistent and that the evidence for this process is properly produced and maintained.

1.2 A2E internally verifies that the internal assessment decisions made by those employed by A2E comply with the standards published by ITC and the official guide to the qualification.

1.3 A2E also uses the opportunity provided by the Internal Verifier visit to verify that assessment evidence is collected fairly, consistently and efficiently and that administrative procedures are correctly followed.

2. Resources required

2.1 Tutors [Internal Assessors] will have the qualifications and experience to deliver [train and assess] the qualification identified.

2.2(i) A2E will appraise [teaching] and verify [assessment] its regular staff once per year during at least a half day [3+ hours] of delivery. If the tutor being quality assured trains and assesses more than one type of course, where possible, a different type of course and/or different part of the course should be observed each year. The course title and sessions observed should be recorded. The outcome of the annual review will be recorded on ITC provided [template] document PR6 or similar. The suitable staff for undertaking an annual review will be A2E Internal Verifiers.

NB If it is not possible to observe a tutor delivering an ITC qualification, observation of the tutor training and assessing on a non ITC course(s) will suffice to determine professional competency. In this case, ITC assessment methods, criteria and documentation should be highlighted in discussion afterwards or in standardisation meetings. This is to ensure that all A2E trainers/ assessors are aware of and adhere to the 'ITC' standards when delivering ITC courses.

2.2(ii) A2E will do desktop checks on Tutors at least once per year to ensure that qualifications and training are up to date. Checks should include a tutor's qualifications such as FAW, CPD record and training log as well as checking the quality of completed course paperwork and evaluation form feedback where available.

2.3 A2E Internal Verifiers will be approved by ITC.

2.4 A2E tutors and Internal Verifiers will attend a minimum of 1 standardisation meeting per year.

2.4 A2E Internal Verifiers will hold a teaching qualification, an Internal Verifier qualification or be suitably experienced in assessing the qualification delivered [suitable experience, for A2E purposes, will be defined by the number of training courses logged on the ITC Website or evidenced by the trainer]. A2E Internal Verifiers are expected to have delivered [trained + assessed] more than 12 courses and be current [delivered 3+ courses in previous 12 months].

3. Method of Internal Quality Assurance

3.1 ITC assessment methods require candidates to be continually assessed throughout the course. A2E staff training and internal verification ensures that evidence of appropriate decisions is recorded throughout the training day.

3.2 A2E trainers will support assessment decisions with appropriate supporting comments on the assessment documentation for each candidate, as required by ITC in accordance with the latest Assessment guidance documentation produced by ITC.

3.3 The A2E Internal Verifier will review the assessment decisions, evidence production and administration activity performed by the tutor [Internal Assessor]. Ideally the assessment decisions of the tutor and verifier should agree. The process is designed to identify differences in interpretation and maintain a common interpretation within A2E tutors. Constructive analysis of the decisions made is to be encouraged. A2E Internal Verifiers may use ITC document 'PR6' found upon support resources or a Centre devised Internal Verification plan that has the fields described in Appendix 1 as a minimum requirement.

3.4 Where assessment decisions differ, the tutor [Internal Assessor] and verifier will discuss decisions and interpretation of published assessment guidance documents. This discussion will be recorded. If further staff training is required this will be identified by A2E and provided by A2E

3.5 Internal verification documentation (Appendix 1 of this policy document or PR6) will be completed and retained for review and be available for ITC and/or its regulators to view.

3.5 Verification documentation will be archived on the ITC website database, [Assessor Page] as it is produced.

4. Annual Review of this Policy

4.1 This policy will be reviewed annually.

Reviewed May 2014



Cara Allison

Next review date April 2015

Reviewed March 2015. Minor amendments made due to Centre leaving cluster

Next review date March 2016

Reviewed March 2016.

Next review due March 2017

Reviewed April 2017

Next review due: March 2018

Reviewed Feb 2018

Next review date: by March 2019

Reviewed with minor amendments re PR6 document March 2019

Next review date: March 2020

Reviewed Feb 2020. Minor amendments and additions made to Section 2.2
Next review date: March 2021

APPENDIX 1: Internal Verification Record – Required Fields

Qualification Title:	Assessor Name:
Internal Verifier Name:	Date:

Candidate Name	Activity Assessed	Assessment Method	Assessor Assessment	IV Assessor Assessment

COMMENTS – to be completed by IV Assessor

Were assessments completed in accordance with ITC requirements and appropriate to the assessment criteria?	Yes	No
Have any discrepancies with assessments been discussed with the assessor?	Yes	No

Confirmation of content of IV record and discussion verified by:

Internal Verifier Signature

Internal Assessor Signature